

Health and Safety Policy

Don't Forget My Pet Foundation

Purpose

Don't Forget My Pet Foundation (DFMP) is committed to providing a safe, healthy, and supportive environment for our staff, volunteers, foster carers, contractors, and community members. We recognise that safety is everyone's responsibility and that a proactive approach to health and safety is essential to achieving our mission of helping people keep and care for their pets during times of hardship.

Scope

This policy applies to all DFMP activities, programs, and events, including office operations, community outreach, foster care placements, in-home support visits, and public events.

1. Our Commitment

- Complying with all relevant health and safety legislation, regulations, and codes of practice.
- Maintaining safe systems of work and ensuring that activities are conducted with care for the wellbeing of people and animals.
- Identifying, assessing, and managing health and safety risks associated with our operations.
- Providing appropriate training, supervision, and resources to ensure safe work practices.
- Encouraging open communication about safety concerns and ensuring issues are addressed promptly.
- Promoting a culture of wellbeing, mutual respect, and shared responsibility for safety.

2. Responsibilities

Management and Board Members are responsible for:

- Providing leadership and resources to maintain a safe environment.
- Ensuring all staff and volunteers are aware of and comply with this policy.
- Regularly reviewing health and safety performance and implementing improvements.

Staff, Volunteers, and Contractors are responsible for:

- Taking reasonable care for their own health and safety and that of others.
- Following DFMP safety procedures and reporting hazards, incidents, or near misses immediately.
- Using equipment and resources responsibly and safely.
- Participating in health and safety training when required.

3. Risk Management

- Conduct regular risk assessments of all programs, facilities, and foster placements.
- Maintain safe procedures for animal handling, home visits, and transportation.
- Ensure appropriate personal protective equipment (PPE) is available and used where necessary.
- Implement emergency response procedures and provide first aid resources at relevant locations and events.

4. Incident Reporting and Investigation

All accidents, injuries, hazards, or near misses must be reported promptly to a supervisor or DFMP representative. Reports will be reviewed to identify causes and implement corrective actions. Confidentiality will be maintained at all times.

5. Wellbeing and Mental Health

Recognising that the nature of our work can be emotionally demanding, DFMP supports the mental health and wellbeing of all staff and volunteers through open communication, debriefing opportunities, and access to external support services when required.

6. Continuous Improvement

This policy will be reviewed every two years or following any significant incident, operational change, or legal update to ensure it remains current and effective.

Approved by: DFMP Board of Directors

Date: 1 March 2025

Next Review: 1 March 2027